

TOWN OF BEAUX ARTS VILLAGE
BUILDING DEPARTMENT



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Beaux Arts, WA 98004
425.454.8580 Fax 425.688.1786

For Code Questions, please call:
Mona Green, CHS Engineers 425.637.3693 ext 129

VARIANCE-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts variance process. This packet includes instructions, information, pertinent ordinances, and forms for your use in completing your Application for Variance. A variance is the means by which property owners may be granted relief from the strict application of the Town's Zoning and/or Subdivision Code provisions.

To request a variance for your proposed construction project or subdivision, please follow these steps:

1. READ THE TOWN ZONING CODE OR SUBDIVISION CODE ORDINANCES. These ordinances describe the requirements for your project, including siting regulations, e.g. setbacks, height limits, lot coverage, and gross-floor-area restrictions, etc., and the process for requesting a variance to these restrictions. As the applicant, you are responsible for determining and complying with all legal requirements. If you have any questions about these requirements, contact the Town Planner.

2. PREPARE THE FOLLOWING REQUIRED DOCUMENTS for your project when filing an Application for Variance.

A. APPLICATION FORM AND CHECKLIST: You must complete an Application for Variance and Variance-Application Checklist. This is an official document and must be kept in good order. Please provide all information requested, answer all questions accurately and neatly, and sign the application.

B. FILING FEE: You must pay a deposit of \$500.00 when filing an Application for Variance. This fee will be applied to the cost of advertising, planner review and presentation at the Board meeting, attorney review and attendance at Board meeting, and any other out-of-pocket costs incurred by the Town in processing this request.

C. SITE PLANS: You must submit eight (8) copies of the site plan for the property showing the exact dimensions of the property to an appropriate engineer's scale (e.g. 1"=20'). Please show all existing and proposed buildings or improvements and their setbacks, tree and ground cover, adjoining streets, watercourses, access points, fencing, and other information that will illustrate your proposal on your site plan. If new building construction is involved, you must also submit eight (8) copies of a floor plan showing the existing conditions and proposed changes. In lieu of submitting eight (8) full-size copies of these plans, you may substitute three (3) full-size copies and five (5) reduced 11" x 17" copies.

D. TOPOGRAPHICAL MAP: You must submit a topographical map showing five-foot contours and a profile (cross-section) of the project site when an alleged topographic hardship exists or when height is a consideration. This map must be signed and dated.

E. PHOTOGRAPHS: You may submit photographs of the subject property on a scale large enough to illustrate the variance request, if you desire.

3. CONTACT THE TOWN CLERK AT 454-8580 AND MAKE AN APPOINTMENT TO SUBMIT YOUR COMPLETED APPLICATION AND FEES. When filed with the Town Clerk, items 2A through E (as required) constitute a complete Application for Variance. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept and certify it.

4. After accepting your application documents and fees, the Town Clerk will forward your application to the Town Planner, who will review your application. You will be notified if further explanation or additional information is needed. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION NEEDED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**

5. After the Town Planner completes his/her review, the Town Clerk will send you a copy of the Planner's Staff Report and notify you as to the date, time, and location of the Public Hearing at which your Request for Variance will be heard. **PLEASE CONTACT THE CLERK IMMEDIATELY IF YOU NEED TO RESCHEDULE THIS HEARING.**

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6. At the Public Hearing, the Town Planner will present his/her Staff Report and Recommendation to the Board regarding the granting of this variance. The Town Attorney will also be present at this hearing.
7. After hearing testimony, the Board will close the Public Hearing and deliberate to decide whether to grant the variance, grant the variance with conditions, or deny the variance. After making their decision, the Board will prepare Findings of Fact and Conclusions summarizing the facts related to your request, the evidence submitted before and during the public hearing, and the Board's decision and the rationale behind it. The date that such findings are approved by the Chair of the Board is the date of action on your variance request.
9. The action of the Board shall be final and conclusive unless, within fourteen (14) days from the date of the action, you apply to the Council for an appeal. Contact the Town Clerk if you need more information.
10. Upon completion of this process, the Clerk will review the costs incurred by the Town in processing and hearing your request and compare those costs to the filing-fee deposit you paid at the time of application. You will be reimbursed for the unused balance of your deposit or invoiced for any additional fees owed to the Town.